

IMPORTANT NOTICE - READ CAREFULLY

COUNTY OF SAN DIEGO NEIGHBORHOOD REINVESTMENT PROGRAM DOCUMENTATION OF GRANT EXPENDITURES INSTRUCTIONS

Organizations that receive a Neighborhood Reinvestment grant must complete a Documentation of Grant Expenditures report. The purpose of this documentation is to verify that the grant funds have been spent in accordance with the purpose of the grant as specified in the grant agreement. **In order to comply with the terms of the grant, organizations must keep detailed records of expenditures. Please read these instructions before spending any of the grant funds.**

Complete and return the Documentation report promptly after all grant funds have been spent, **but no later than one month after the end of the grant period.** Send the documentation to:

COUNTY OF SAN DIEGO
Neighborhood Reinvestment Program
1600 Pacific Highway, Room 352
San Diego CA 92101-2478

The Grant Expenditure report **MUST** include the following:

- 1. Cover letter on the organization's letterhead detailing how the grant funds were spent.**
- 2. Completed Documentation of Grant Expenditures form signed by two members of the organization.**
- 3. Completed List of Expenditures form.**
- 4. Proof of expenditures (supporting documentation) for the entire grant amount. Please give each supporting document an item number that corresponds to the associated line on the List of Expenditures.**

Supporting documentation may consist of copies, as necessary or relevant, of one or more of the following:

1. FOR PURCHASES OF GOODS OR SERVICES, provide the following items:

PURCHASES BY CREDIT CARD PROVIDE THE FOLLOWING TWO ITEMS:

- i. Invoice from vendor itemizing goods or services purchased
- ii. Credit card statement showing payment to vendor

PURCHASES BY CHECK PROVIDE THE FOLLOWING THREE ITEMS:

- i. Invoice from vendor itemizing goods or services purchased
- ii. Check or check stub or image of the check from the bank statement showing that the check was cashed
- iii. Related page of the bank statement showing that the check was cleared

2. For salary expenses, provide quarterly payroll reports produced by a third party payroll company. Include in the cover letter an explanation of how the personnel expenses relate to the project. **APPLIES TO PUBLIC AGENCIES ONLY**

3. Reimbursements to employees must include invoices and receipts as well as reimbursement forms signed by the appropriate authorities.

Other important information

A. PLEASE AVOID PAYING CASH

B. Unless it is specified in the grant agreement, the purchase of gift cards or certificates is NOT allowed. If it is specified, please provide a recipient list showing amounts given along with proof of payment for the gift cards.

C. Food expenses are NOT accepted.

D. NO ALCOHOL PURCHASES ARE ALLOWED.

E. Unless it is specified in the grant agreement, organizations MAY NOT donate part or all of the grant amount to another organization.

F. Grant recipients may not claim expenditures under this grant for which Grantee has received or is or will be claiming funding from any other source.

If you have any questions, please contact Toosdhi M. McGowan, Neighborhood Reinvestment Program Coordinator, Office of Financial Planning, at (619) 531-4887.

List of Expenditures

Date	Payable To	Purpose	Amount	Item #
		TOTAL		